

## Abstract of the Disclosure

A method for storing, organizing and providing remote electronic access to documents.

A cover sheet including a standard set of identification data characterizing each document is developed and stored. A digital version of each document is created and stored by scanning each 5 contract. Each digital version includes a scanned image and a searchable text file, wherein the text is overlaid with the image. An index of bookmarks identifying sections of the digital version of each document is generated. Selected fields of information are captured from the digital version of the document. The documents are organized and cross-referenced in a database that includes the captured information and additional information related to each 10 document. Designated parties are alerted of critical dates associated with each document. Remote electronic access to the documents is provided over the internet.